

Displaying Sub-Totals

Knowing how many items have been purchased and their revenue is useful, but companies also need to know how many of a particular item has been sold. SUMMARY fields can be used to produce sub-totals on items so long as those items are sorted (or grouped together) so that they are next to one another.

Loading the Database

You will be using the database that you updated in the last chapter

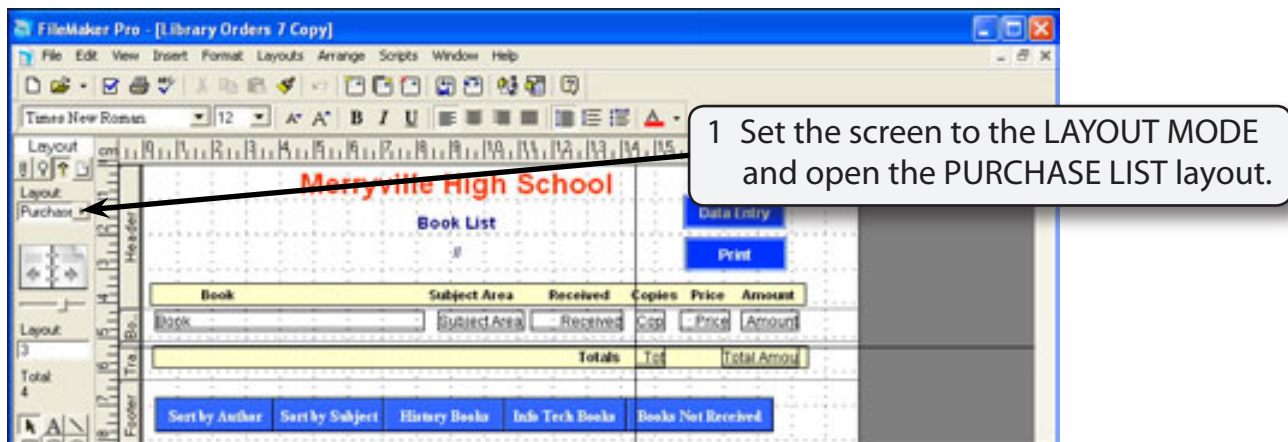
- 1 Load FileMaker Pro, click on OPEN AN EXISTING FILE and select OK. Or close the current file and select OPEN from the FILE menu.
- 2 Open the file:

Library Orders 7 Copy

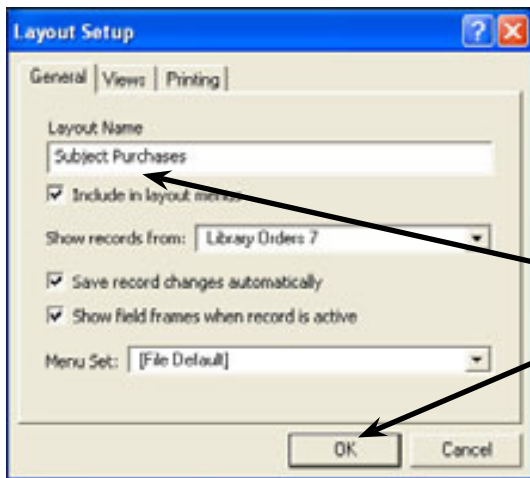
from your FMP8 FILES folder.

Duplicating the Purchase List Layout

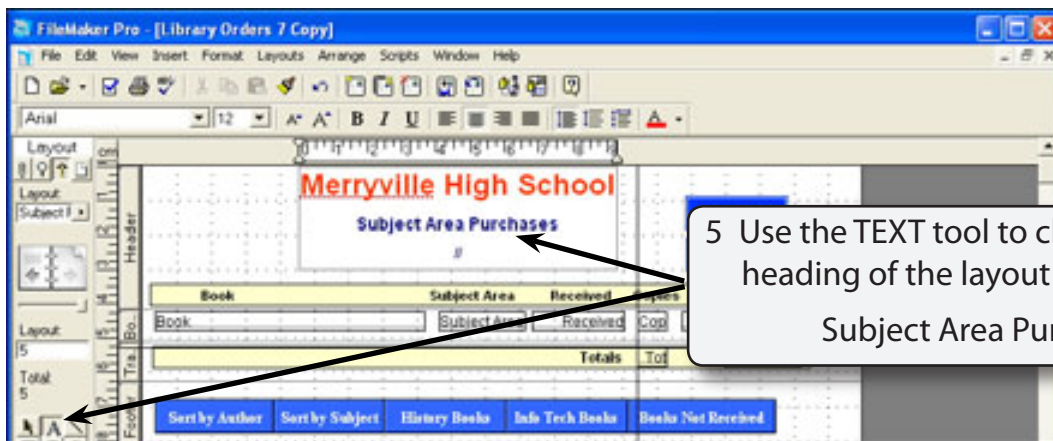
A duplicate of the PURCHASE LIST layout will be made and the copy adjusted to show sub-totals on various items.



- 2 Display the LAYOUTS menu and select DUPLICATE LAYOUT.
- 3 Display the LAYOUTS menu again and select LAYOUT SETUP.



4 Change the name of the layout to:
Subject Purchases
and click on OK.

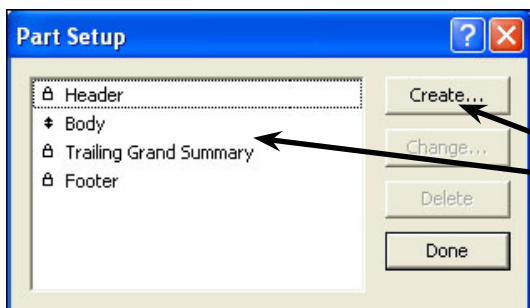


5 Use the TEXT tool to change the sub-heading of the layout to:
Subject Area Purchases

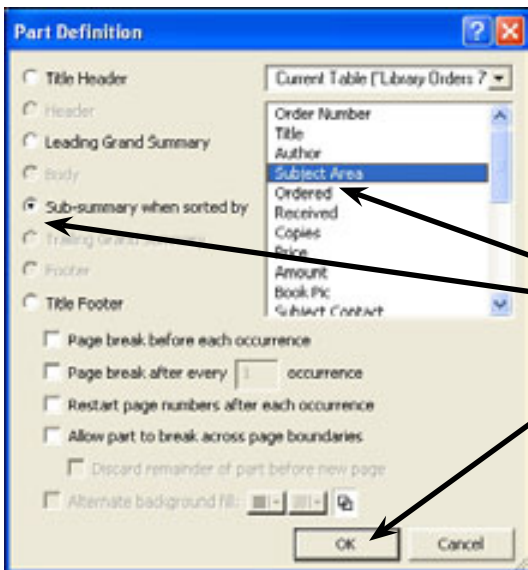
Inserting the Sub-Summary Part

In order to produce sub-totals a SUB-SUMMARY part must be added to the layout.

- 1 Display the LAYOUTS menu and select PART SETUP.

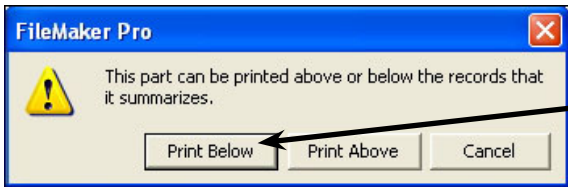


2 The current layout parts are displayed. Click on CREATE to add another one.

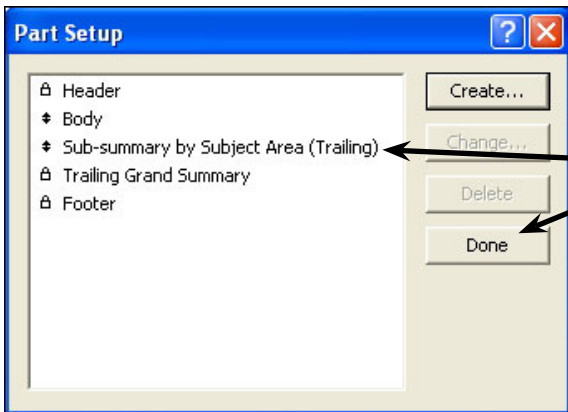


3 Select SUB-SUMMARY WHEN SORTED BY and click on the SUBJECT AREA field, then click on OK

NOTE: Records need to be sorted (or grouped together) in the required order to allow sub-totals to be calculated.



4 Sub-totals can be printed above or below their data. Click on PRINT BELOW.



5 The SUB-SUMMARY part is added to the part list, click on DONE to return to the layout.

